



# CALIFORNIA AIR RESOURCES BOARD

## DEPARTMENTAL PROMOTIONAL EXAMINATION FOR CALIFORNIA STATE EMPLOYEES

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAWS OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

### AIR RESOURCES FIELD REPRESENTATIVE III

Exam Code: 5AR51

#### HOW TO APPLY

Applications are available and may be filed in person or mailed to:

**AIR RESOURCES BOARD**  
Personnel/Examination Section  
1001 "I" Street/P.O. Box 2815  
Sacramento, CA 95812

#### DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination". You will be contacted to make specific arrangements.

**FINAL FILING DATE:** January 27, 2006

Applications (Form 678) must be **POSTMARKED** no later than the final filing date. Applications postmarked, personally delivered or received via inter-agency mail after the final filing date will not be accepted for any reason.

#### NO WRITTEN TEST IS REQUIRED

#### QUALIFICATIONS APPRAISAL INTERVIEW

It is anticipated that interviews will be held during March/April 2006.

**SALARY RANGE:** \$4211 - \$5085

#### COMPETITION LIMITED TO STATE EMPLOYEES

Applicants must have a permanent civil service appointment with the Air Resources Board, as of the final filing date.

#### REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

**NOTE:** All applicants must meet the education and/or experience requirements for this examination by the final filing date.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "**Either**" I, II, "**or**" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to the examination as meeting 100% of the overall experience requirement.

##### **EITHER I**

Two years of experience in the California state service performing the duties of an Air Resources Field Representative II.

##### **OR II**

Two years of experience in the California state service performing the duties of an Instrument Technician III.

##### **OR III**

Five years of experience as a journey level automotive mechanic with at least three years of experience investigating consumer complaints regard-

ing emission failures and tampering violations. (Experience in California state service applied toward this pattern shall include at least three years of experience at a level of responsibility equivalent to that of an Air Resources Field Representative II.) (College or trade school education in air pollution, automotive engineering, or automotive mechanics may be substituted for two years of the required experience on a year-for-year basis.)

#### ADDITIONAL DESIRABLE QUALIFICATIONS

Graduation from an accredited university, college, or vocational school.

#### SPECIAL REQUIREMENTS

Possession of a valid California automobile driver's license.

**NOTE:** Applicants who do not possess the license will be admitted to the examination but must secure the license prior to appointment.

#### SPECIAL PERSONAL CHARACTERISTICS

Willingness and ability to make frequent visits away from established headquarters.

#### THE POSITION

Air Resources Field Representative III supervise a medium-sized group (5-8) of Air Resources Field Representatives; perform the most complex duties; attend Air Resources Board and staff enforcement committee meetings; and train lower level personnel.

Positions exist in Sacramento and El Monte, California.

#### EXAMINATION INFORMATION

This examination will consist of a qualifications appraisal interview only. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

#### QUALIFICATIONS APPRAISAL INTERVIEW - WEIGHTED 100%

#### SCOPE

In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis will be measured competitively, relative to job demands, based on each of the competitor's:

##### **A. Knowledge of:**

1. Complaint analysis resolution procedures.
2. Hand tools, dynamometer and computerized emission test cell operation.
3. Basic electronic and mechanical engineering.
4. Theory and principles of application.
5. Calibration gases and applied uses.
6. Field maintenance and calibration of infrared exhaust analyzers and other related equipment.
7. Automobile emission control components and engine diagnoses procedures.
8. Laws, rules and regulations and their application to manufacturers/dealers as they relate to certification, compliance and warranties.

**SEE REVERSE SIDE FOR ADDITIONAL INFORMATION**

**AIR RESOURCES FIELD REPRESENTATIVE III**  
**IB80-3938** **Exam Code: 5AR51**

**FINAL FILING DATE: JANUARY 27, 2006**

**AIR RESOURCES FIELD REPRESENTATIVE III**  
**Exam Code: 5AR51 (Dept./Promo.)**

**BULLETIN RELEASE DATE: JANUARY 06, 2006**

9. Complaint analysis and resolution procedures.
10. Enforcement procedures and requirements necessary to prepare a violation for legal action.
11. Laboratory and field exhaust emission test equipment calibration, maintenance and repair.
12. Principles of supervision and management.
13. Air Resources Board procedures, statutes, and regulations as they relate to test procedures and establishment of vehicle emission standards.
14. Techniques involved in investigation, inspection, and mediation of complaints and violations.
15. Personnel management and training procedures.
16. Public relations techniques.
17. Department's Equal Employment Opportunity Program objectives.
18. A manager's role in the Equal Employment Opportunity Program and the processes available to meet equal employment opportunity objectives.

**B. Ability to:**

1. Select and train subordinates.
2. Instruct, supervise, evaluate, and design reporting systems which reflect an accurate accounting of activities and performance of subordinates.

3. Apply techniques of personnel management.
4. Interpret and apply regulations and provide regulatory and technical information in a meaningful manner to the field force and support personnel.
5. Prepare comprehensive technical reports and assist with budget preparation.
6. Coordinate the training and education programs for field personnel.
7. Work with management in the design/use of test equipment and provide data for the establishment of emission standards.
8. Review all cases recommended for referral to legal action.
9. Prepare suggested amendments to regulations and recommend legislation.
10. Effectively contribute to the department's Equal Employment Opportunity Program objectives.

**ELIGIBLE LIST INFORMATION**

A departmental eligible list will be established for the California Air Resources Board. The list will be abolished **12** months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

**VETERANS PREFERENCE CREDITS AND CAREER CREDITS** are not granted in promotional examinations.

**GENERAL INFORMATION**

"The energy challenge facing California is real. Every Californian needs take immediate action to reduce energy consumption. For a list of simple ways you can reduce demand and cut your energy costs, see our web-site at [www.arb.ca.gov](http://www.arb.ca.gov)."

**It is the candidate's responsibility** to contact the Air Resources Board Exam Analyst, **Geoffrey Martinez, at (916) 327-3515** three days prior to the written test date if they have not received their notice.

**For an examination** without a written feature, it is the candidate's responsibility to contact the Air Resources Board Exam Analyst, **Geoffrey Martinez, at (916) 327-3515** three weeks after the final filing date if they have not received a progress notice.

**If a candidate's notice** of oral interview or performance test fails to reach them prior to the day of the interview due to a verified postal error, they will be scheduled upon written request.

**Applications are available** at the State Personnel Board offices, local offices of the Employment Development Department, the Air Resources Board and the **State Personnel Board's website @ <http://www.spb.ca.gov>**.

**If you meet the requirements** stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**The Air Resources Board** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which the examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento and Los Angeles. However, locations of interviews may be extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examinations, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin. In case of continuous testing examinations, names are merged into the appropriate eligible lists in order of final test scores (except as modified by veterans preference credits) regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

**Promotional Examinations Only:** Competition is limited to employees who have a civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the information counter of State Personnel Board offices.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Interview Scope:** If an interview is conducted, in addition to the scope described above, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of their experience. Evaluation of a candidate's personal development will include consideration of their recognition of their own training needs; their plans for self-development; and the progress they have made in their efforts toward self-development.

**High School Equivalence:** Equivalent to completion of the 12th grade may be demonstrated in any one of the following ways; 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

**To obtain this document in an alternative format or if you have special accommodation needs, contact the ADA Coordinator at (916) 323-4916.**

**For specific examination questions contact the Exam Analyst at (916) 327-2954.**

**TTY/TDD/Speech-to-Speech users may dial 711 for the California Relay Service.**

